

CONFIDENTIAL
Security Information

OFFICE OF TRAINING

NOTICE
NO. 32-53

12 November 1953

SUBJECT: Office Hours of the Inspector General

REFERENCE: CIA Notice [REDACTED] 26 May 1953

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1. Occasionally individuals may have complaints or constructive suggestions which they believe have not been satisfactorily handled through normal channels. You are reminded that the Inspector General will hear such matters, on a confidential basis, during regular working hours, and that advanced appointments may be made by telephoning extension 466 or inquiring in room 121, Administration Building.

2. I am, of course, interested in the well-being of each person on my staff and in the increased effectiveness of our Office. It is my desire, therefore, that each of you continue to feel free to bring such matters directly to my attention. In this connection, the Inspector General has observed that in many instances matters brought to him could have been disposed of satisfactorily by the head of the employee's Office and has requested all to cooperate in conserving his limited time. This is not intended to discourage application to the Inspector General in appropriate cases.

[REDACTED]

MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.